


ADMINISTRATIVE INTERNAL USE ONLY

OTE 84-1210

24 April 1984

MEMORANDUM FOR: Executive Officer/DDA

FROM:


Executive Officer/OTE

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SUBJECT: ADP Acquisition Plans

George:

1. In response to the memorandum from the Comptroller, the Office of Training and Education has carefully reviewed its inventory of ADP equipment. OTE will not be renting, leasing or installment purchasing any ADP equipment. Therefore, our response to the specific issues raised in the memorandum is negative. In addition, OTE's FY 1985 and FY 1986 budget requirements provide for the direct purchase of equipment to be used in support of training programs.

2. The impact of the policy precluding leases and installment purchases is minimal for this office. The only equipment OTE leased falls in the word processing category and according to the guidance provided is exempt. Most of this leased equipment (NBIs) was purchased early in FY 1984 after it was determined that it was the most cost effective method for OTE's needs.

3. Please call me if there is any additional information needed on this subject.


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